

IDENTIFYING CAPABILITIES AND ACHIEVEMENTS

TEACHER'S NOTES

Aim

To write a list of capabilities and achievements that can be used later to prepare a CV / résumé.

Time

60 minutes.

Preparation

Make one copy of the worksheet for each student in the class.

Use of dictionaries is to be encouraged.

Procedure

- 1 Students work in groups of three to brainstorm ideas about the type of action verbs that best describe themselves, as well as those that potential employers are looking for, by completing the tables in exercise A, for example, *consolidate, influence, illustrate, enlist, prepare, regulate, pioneer*.
- 2 Students then select the 10 best action verbs that describe themselves in exercise B. In their groups they compare with other members and discuss whether this selection is realistic and / or true.
- 3 Check that all the students have a job target. Once each student has selected their job target, they revise their action verbs to ensure that they are relevant to the job target.
- 4 In their groups, students complete the *I can do* and *I have done* statements in exercise C. Make sure they choose eight action verbs and write the *I can* and *I have* forms for each action verb, showing the difference in grammar (use of the *ed* form in *I have*).
- 5 Students compare and discuss their answers within their groups.
- 6 Monitor and facilitate the whole groupwork process, offering advice where necessary.